

**KENTUCKY BOARD OF NURSING
312 WHITTINGTON PARKWAY, SUITE 300
LOUISVILLE, KY 40222-5172**

**ESTABLISHMENT OF A
PRELICENSURE NURSING PROGRAM: RN or LPN**

The enclosed form is being sent in response to your recent inquiry regarding the process for the establishment of a prelicensure program in the Commonwealth of Kentucky. The establishment of a program of nursing is outlined in this packet from the submission of the letter of intent to the admission of students. It is highly recommended that developers review the *Kentucky Nursing Laws* and a complete set of the Kentucky Board of Nursing promulgated administrative regulations as primary reference for developmental efforts (*downloadable from the KBN website: www.kbn.ky.gov.*)

In order for graduates of pre-licensure programs in Kentucky to be eligible for licensure, the program of nursing must be approved by the Board of Nursing. Entities desiring to start a nursing program must be accredited by an approved agency recognized by the US Department of Education (<http://www.ed.gov/students/prep/college/diplomamills/accreditation.html#recognized>) ; and submit a "Letter of Intent" to KBN, receive approval, and then submit a program proposal for approval no less than one (1) year prior to the anticipated opening date of the program.

Formatting of Document - Guidelines

- *The Document should be prepared as a Word or PDF document*
- *All Pages should be 8.5 x 11*
- *Type font should be easily readable and at least 10 point*
- *Layout of the document should be such to provide for ease of review. It is recommended that the information be grouped by each criterion. Where the program feels that the information is duplicative to that in another section, it is best if the information is repeated rather than asking the reader to refer back to another section of the document.*
- *Paginate the document and include a table of contents, list of appendices, and list of tables for quick reference back to criteria.*
- *Label and number all appendices.*
- *Document should be sent electronically to Myra Goldman, Education Consultant, at MyraK.Goldman@ky.gov and Teresa Mauk, Education Consultant, at Teresa.Mauk@ky.gov.*

Steps in the Process

STEP 1: Letter of Intent Submitted to the Board of Nursing

In accordance with Kentucky Revised Statutes (KRS) Chapter 314 and 201 Kentucky Administrative Regulation (KAR) 20:280 (Standards for initial approval of prelicensure registered nurse and practical nurse programs), the *initial step* in the approval process is the submission of a *Letter of Intent* to establish a program of nursing. Submission and committee dates are provided later in this packet.

One (1) copy of the Letter of Intent materials are to be submitted to the Nursing Education Consultants at the Board of Nursing. In accordance with 201 KAR 20:240, Fees for Applications and for Services The Letter of Intent materials must arrive with a check in the amount of \$2,000 payable to the "Kentucky Board of Nursing". ***No action will be taken on submitted materials until fee is received.*** The Board will acknowledge receipt of the Letter of Intent via email to the person identified in the materials as the contact person.

As referenced in 201 KAR 20:280 Standards for initial approval of prelicensure RN and PN programs, Section 2, the depth and breadth of the feasibility study is critical for the review and acceptance of the request for a

new program. The intent of the feasibility study is to provide evidence that there is a need for the new program along with the requestor's ability to develop, implement, and sustain a viable prelicensure nursing program.

Note: As stated in 201 KAR 20:280 Section (4) (a - c):

- If concerns are raised about the need for the program or about the ability of the program to obtain appropriate clinical sites, a hearing shall be held before the board's education committee to act upon the letter of intent.
- At the conclusion of the hearing, the committee shall recommend to the board whether or not to approve the letter of intent.
- If the letter of intent is approved by the board, the governing institution shall appoint a qualified program administrator and provide appropriate resources, consultants, and faculty to develop the proposed program plan.

The governing institution shall be notified in writing if a hearing is requested. If a request is made, the Board shall not act on the letter of intent until after the hearing is held and consideration is given to the hearing testimony.

STEP 2: Review of the "Letter of Intent" by Board Staff

Once materials are received at the Board office, the "Letter of Intent" materials will be reviewed by the Education Consultants according to the requirements outlined in 201 KAR 20:280. The Education Consultants will provide a written analysis of the materials in relation to adherence to Kentucky regulation. Should there be areas missing or needing additional clarification, the Education Consultants will contact the requestor to discuss. At that time, the requestor may choose to ask that the Letter of Intent be deferred to a subsequent committee meeting date.

If the materials are received prior to the established committee submission date, the "Letter of Intent" will be placed on the next agenda of the Education Committee for review, discussion, and action. The agenda is posted to the KBN website at least one week prior to the established meeting date.

Prior to the meeting, the Education Committee members will receive a copy of the consultants' analysis along with the materials provided within the "Letter the Intent." The identified contact person on the face sheet of the "Letter of Intent" packet will also be sent an electronic copy of the analysis report and reminded of the committee meeting date, location, and time. The analysis report includes the consultants' analysis of submitted materials along with recommendation(s) to the Committee as to action. This report is preliminary pending review by Committee members at the meeting.

Should representatives from the requesting institution wish to bring additional materials to the committee meeting, this material will be accepted under advisement pending further review by staff and Board members. Representatives from the requesting agency need to be present at the committee meeting to respond to any questions from the committee.

STEP 3: Education Committee Review of the "Letter of Intent"

Education committee meetings are open to the public. At the committee meeting, representative(s) from the requesting institution will be invited to the center table as the report is reviewed. Committee members may ask questions of the representative(s) related to the submitted materials.

The Education Committee considers the following evidence in determining its recommendation to the Board:

1. The feasibility and need for the type of program in the area
2. Clinical opportunities for students that will not interfere with current programs of nursing in the area
3. Initial and sustainability of financial resources for the program

The Committee will recommend acceptance or denial the Letter of Intent. The Committee may choose to defer action on the materials to allow the institution additional time to provide requested materials/information.

Committees of the Board of Nursing are recommending bodies to the full Board. Decisions/recommendations made by the Education Committee will be presented to the full Board at their next meeting for action.

Note: Any recommendation of a committee is not official until the full Board votes on the recommendation. Board meeting dates are provided in this packet.

STEP 4: Board Action on the “Letter of Intent”

The Education Committee’s report and recommendation(s) will be submitted for Board discussion and action at their next regularly scheduled meeting. Board meetings are open to the public but attendance of institution representatives at the Board meeting is not required. The Board may accept, reject, or defer action on the recommendations from the Education Committee. The applicant can expect formal communication from the Board within two weeks of the meeting date.

Applicants are welcome to attend the Board meeting to observe discussion but normally there is not an opportunity for any additional presentation. Applicants should not infer from the acceptance of the Letter of Intent by the Board that the proposal phase will also be accepted. The proposal materials are independently reviewed as to adherence to Kentucky regulations (201 KAR 20:260-360).

STEP 5: Appointment of a Program Administrator

Once the Letter of Intent is accepted by the Board, the program may move to the proposal phase which provides additional details on the program as required by regulation. [Kentucky regulation requires that the Proposal phase be completed under the direction of a registered nurse who meets the qualifications of a program administrator as outlined in 201 KAR 20:310: Faculty for prelicensure registered nurse and practical nurse programs.]

Step 6: Submission of Proposal and Site Visit

Once the Letter of Intent is accepted by the Board, the program administrator shall be appointed and will have the responsibility of developing the program Proposal and coordinating a site visit by the Education Consultants. *At least one year* prior to the anticipated program opening date, the proposal must be submitted to the Board.

The proposal should address all the requirements in 201 KAR 20:280 Section 3 and should supplement and reinforce materials submitted previously in the Letter of Intent phase. A complete list of additional requirement materials follows. To ensure that the proposal is coherent, repeating of information within sections is advised.

One (1) copy of the completed proposal is to be submitted to the Nursing Education Consultants. It is preferred that all materials be sent electronically. Upon receipt, the Consultants will arrange for the proposal to be placed on the agenda of the next Education Committee meeting. The program will be notified of receipt of proposal and the anticipated review date of the proposal by the Education Committee. Once materials are reviewed, the Education Consultants will notify the program administrator of any deficiencies, issues, or concerns with the proposal.

Students *shall not be advertised for or admitted to* the program of nursing until developmental approval has been granted by the Board.

STEP 7: Education Committee and Board Actions Related to Proposal

The proposal will follow the same process as was outlined for the Letter of Intent. The Program Administrator and other representatives of the applicant must attend the committee meeting to answer any questions. Once again, the committee may recommend that the Board grant or deny approval, or may defer action on the proposal until the program can resolve any problems and re-submit to the Committee.

The Committee recommendation will be presented at the next scheduled Board meeting. The Board may take the following actions:

- Grant developmental approval
- Deny approval
- Defer action, permitting the program to submit requested materials.

Any material misrepresentation of facts by the program in any required materials may be grounds for denial of approval.

STEP 8: Developmental Status

Following Board approval, the program can move forward in implementing plans. Students can be advertised for and admitted to the program.

Approval to establish a program of nursing may be withdrawn if program requirements are not met and if a class is not enrolled within eighteen (18) months after the Board granted Developmental approval. The governing institution shall be notified in writing of the withdrawal of Developmental approval.

Specific details will be provided in communication as to what follow-up is required.

STEP 9: Admission of First Class

Prior to starting the classes, the Education Consultant will again visit the program to ensure that all materials are in place and ready for students. This site visit will be conducted generally within three months prior to the beginning of classes. The Education Consultant will report to the Education Committee the results of this visit. The Committee and the Board has the authority to require the program to defer admission of students should the program not be in compliance with Kentucky regulations.

Timeline

Materials for committee review must be received *no later than 4 weeks* prior to meeting date. Items should be printed only on one side of the paper and unbound. It is preferred that materials be sent electronically.

Materials Submitted No Later Than	Education Committee Meeting	Board Meeting
August 20, 2015	September 17, 2015	October 15, 2015
October 15, 2015	November 12, 2015	December 11, 2015
December 23, 2015	January 14, 2016	February 18, 2016
February 11, 2016	March 10, 2016	April 7, 2016
April 21, 2016	May 19, 2016	June 16, 2016

Approval Designations

"*Approved program*" means any program, department, division, school or college of nursing which has been granted developmental, initial, full, conditional or probationary approval by the Board to prepare graduates for licensure as registered nurses and as licensed practical nurses.

"*Developmental approval*" means the designation granted to a proposed program of nursing to continue development of plans for program implementation.

"*Full approval*" means a designation granted to a program of nursing that has implemented the approved proposal and which continues to meet standards.

"*Initial approval*" means the designation granted a new program of nursing upon admission of the first class, provided the date of enrollment is within eighteen (18) months after the Board approves the proposal.

Starting A Nursing Program

Questions and Answers

Is any sort of accreditation needed for the institution?

Yes, the educational institution offering the program needs to be accredited as a post-secondary institution by the appropriate state agency and nationally by an agency recognized by the U.S. Department of Education. Three entities commonly accredit educational institutions that offer nursing programs:

- Southern Association of Colleges (SACS) is the regional accrediting agency for Kentucky. SACS accredits full-service public and private colleges and universities, as well as independent and vocational schools.
- Accrediting Council for Independent Colleges and Schools (ACICS) is a national accrediting body that accredits private independent and vocational schools.
- Accrediting Bureau of Health Education Schools (ABHES) is a national accrediting body accredits private career colleges and schools that offer health education programs.

Other than the College accreditation, does the nursing program need to be accredited?

No. While the Board of Nursing recognizes and encourages program accreditation by national nursing accrediting bodies, this type of accreditation is not mandated for Board approval.

Why do we need to seek approval by the Board of Nursing?

According to KRS 314.111, an institution desiring to conduct a school of nursing shall apply to the Board and submit evidence that it is prepared to carry out the minimum approved basic curriculum in nursing and that it is prepared to fulfill other requirements or standards which are established by the Board of Nursing and the administrative regulations promulgated by the Board. No person shall operate a nursing education program or school of nursing without complying with the provisions established by the Board of Nursing. Without state Board of Nursing approval, graduates of the program are not eligible to take the national licensing examination.

What is the application process?

The application process consists of three phases: Letter of Intent, Proposal, and Developmental Status.

Letter of Intent is the first step to establish the intent to conduct a nursing program and acquaint the Board with information about the requesting institution and evidence that there is a need and support for the program in the designated community.

If the Board accepts the Letter of Intent, the institution moves into the **proposal phase** where more concrete information is provided to assure the Board of the capacity to open and sustain a quality educational program. During this phase, a representative from the Board will conduct a site visit to verify and clarify the materials submitted. If the Board approves the proposal, Developmental Status is awarded.

Developmental status permits the institution to begin to implement the program by advertising and recruiting students. By regulation, a program must admit a class within 18 months of receiving developmental approval or the Board shall withdraw approval.

How often does the Board meet to consider proposals?

The Education Committee routinely meets every other month January, March, May, September, and November. The full Board meets the opposite months February, April, June, August, October, and December. Specific dates for the committees are provided in this packet and are also available on the KBN website. Items to be placed on the agenda must be received in the Board office at minimum one (1) month prior to the established date of the meeting. With rare exception, all meetings are held at the Board office at 312 Whittington Parkway, Suite 300 in Louisville, Kentucky.

Additional Questions....

Should be addressed to Myra K. Goldman, Education Consultant, at (502) 429-3315 or via e-mail MyraK.Goldman@ky.gov or Teresa Mauk, Education Consultant, at (502) 429-7196 or via email at Teresa.Mauk@ky.gov.

Licensed to Operate In Kentucky

It is the responsibility of each requesting institution to seek approval from the appropriate state approval bodies. In addition to the KBN approval processes, the college/university shall also institute processes to comply with:

Contact Information: Council on Postsecondary Education
1024 Capital Center Drive, Suite 320
Frankfort, KY 40601
502-573-1355
Office hours: Monday- Friday 8:00 a.m. to 4:30 p.m.

-OR-

Contact Information: Kentucky Commission of Proprietary Education
Division of Occupations and Professions
P.O. Box 1360
Frankfort, KY 40602
Office: 502-564-3296 or 502-564-3296, ext. 228

RETAIN THIS MATERIAL FOR FUTURE REFERENCE

FORM – GUIDE

LETTER OF INTENT TO ESTABLISH
A PRELICENSURE PROGRAM OF NURSING

INSTRUCTIONS: Submit the completed application form and appended materials to the Education Consultants, Kentucky Board of Nursing. Additional information may be requested prior to the submission of a completed program proposal or the scheduling of a site visit.

--PLEASE SUBMIT THIS FACE SHEET WITH THE LETTER OF INTENT--

Name and Address of Applicant Institution:

NAME _____

STREET ADDRESS _____

CITY/STATE/ZIP _____

Phone Number (____) _____

Location of Proposed Program (geographic): _____

miles from main campus: (if applicable): _____

Name and Title of Institution's Chief Executive Officer:

NAME _____ TITLE _____

Name and Credentials of the Nurse Involved in the Planning:

NAME _____ ROLE _____

Day Phone Number: _____ E-mail address: _____ @ _____

Proposed Nursing Program Type:

☐ RN: Baccalaureate ☐ RN: Associate

☐ MEEP: Multiple Entry/Exit: Designate Exit Points: _____ ☐ LPN

Proposed Nursing Program Design:

☐ Traditional Model ☐ Distance Education: Describe: _____

☐ Hybrid: Describe: _____

Live Classes will be offered: ☐ Days ☐ Evening ☐ Weekends ☐ Other: _____

Desired Opening Date for the Program: Month: _____ Year: _____

To Whom Should Future Correspondence be directed?

NAME _____ TITLE _____

Address: ☐ As above, or

STREET ADDRESS: _____

CITY/STATE/ZIP _____

Phone Number (_____) _____

E-mail Address: _____@_____

SIGNATURE & TITLE OF PROGRAM ADMINISTRATOR

DATE

SIGNATURE & TITLE OF CHIEF EXECUTIVE OFFICER

DATE

LETTER OF INTENT

Compile the following information and submit one (1) copy to the Kentucky Board of Nursing.

The letter of intent shall be completed under the direction or consultation of a registered nurse who meets the qualifications of a program administrator as established in 201 KAR: 20:310.

- Provide a narrative of the RN's background in nursing education; focus on relevant employment history that illustrates competency for the development of the program
- A copy of the curriculum vitae: Specify the program type being proposed and the applicable qualifications of the RN
- The on-going role of this individual beyond the Letter of Intent

Approval from the governing body of the institution proposing the program of nursing or other empowered approval bodies:

- Letter(s) from the accrediting bodies of review and approval.
- Letter from the college/university president
- Include all steps, and time estimates, required by this accrediting body for the final approval of a new program

Description and rationale for the proposed type of program of nursing (associate, baccalaureate, entry-level masters, practical nursing):

- Include discussion of data that led to decisions to investigate the development of this program.
- Provide an overall description of how the new program will be conducted. Include location, time and format of classes, time of day envisioned for clinical experiences.
- Indicate intended start date.
- Include projected size of the first class; expected frequency of admission; and method for determining the projected enrollment.
- Include information if this program is replicating an existing program either in Kentucky or another state. Provide details of the history and success of any existing program.

The results of a feasibility study that includes the following information related to the need for the program of nursing:

- Population data within the past three (3) years of both the state and the geographic area to be served;
- Workforce supply and demand data from the past year;
- The rationale for why the particular geographic area was chosen;
- A survey of all hospitals, nursing homes, and other health-related facilities where graduates of the program could be hired. The letter of intent shall include copies of the completed survey forms. The survey forms shall include:
 - ❖ How many registered nurses (RNs) and licensed practical nurses (LPNs) are employed;
 - ❖ The attrition rate for the nurses employed each year for the past three (3) years and why does this attrition occur;
 - ❖ How many openings for RNs and LPNs are available at the time of the survey;
 - ❖ How many positions for RNs and LPNs are budgeted for the next three (3) years; and
 - ❖ If the facility expects to increase or decrease the number of beds in the next three (3) to five (5) years.
- A description of the characteristics of the population in the community to be served to include current and emerging health needs based on statistical studies to include age groups and socioeconomic status;
- A summary of how the market in this area will support the need for the program with an analysis of data and percentages;
- A description of the applicant pool that is being targeted and how this population will be reached; and
- The availability of qualified staff, including faculty, within a fifty (50) mile radius.

Results of an investigation into the projected impact on the operation of programs of nursing within a fifty mile radius, which shall include information on the wait list for these programs for the last three years.

- A listing of the existing nursing programs within a 50 mile radius preparing people for licensure; the type of program (technical, associate, baccalaureate, and/or generic masters) and the enrollment in each. Include all programs of nursing within a 50 mile radius of the proposed site.
- Provide a copy of the introductory letter that was sent to each impacted program.

Documentation from cooperating healthcare agencies in the community that will provide support for the creation of the program, including evidence from these agencies that they are willing to offer clinical space for the program. Students from existing programs should not be displaced to accommodate new students; for each clinical site, identify which programs of nursing use the agency with the specialties desired.

General information about the governing institution including: *(Provide a copy of the current catalog for the institution.)*

- Provide a short history of the institution, include other programs offered with the date of initiation of each program.
- Mission
- Ownership; to include all owners, location of principle owner, affiliations with other educational institutions
- Method of financing
- Accreditation—Provide evidence of outside accreditation applied for and/or received for any program at the college; Name and contact information for the accrediting body, approval of accrediting body by the U.S. Department of Education; Date of initial accreditation, dates of re-accreditation, include a copy of the last accreditation site visit report.
- Enrollment—Provide characteristic of current student population; average enrollment at the institution; include a list of all programs/degrees currently offered at the institution, especially focusing on programs that are healthcare related. Identify any overlap between the proposed nursing program and current programs, and include demographic information that describes a typical student at the college.
- Area served—geographic area (community) served by the institution and a description of the community & its population; identify the counties, with % of each, where current student body resides.
- Institutional faculty qualifications (include those faculty members that would impact the program of nursing)
- Resources (physical and human)—Describe the physical plant that will be dedicated to the program, ex. Faculty and staff offices, classrooms, skills lab, library, storage; include copy of floor plan

Timeline for:

- Hiring of a full-time program administrator; specify minimum qualifications required for the position; methods to be used for recruitment activities *(Before entering into an employment agreement with any faculty, remember that students cannot be admitted until the proposed program receives Board of Nursing approval)*
- Hiring of faculty
- Admission of students
- Projected graduation of first class

Provide evidence of a sound financial base and demonstrated financial stability available for the planning, implementing, and maintaining the proposed program of nursing. This would include:

- A 5-year capital and operational line item budget that includes cost for: administrative overhead, common cost allocations maintenance; salaries and benefits for projected staff and faculty; memberships, professional development and travel, and consultation; campus laboratory furnishing, equipment and supplies to be purchased prior to implementation of the program as well as on-going expenses; hardware and software appropriate to meet program objectives; capital equipment and maintenance; office supplies, printing, postage, etc.
- Projected budget demonstrating building of reserves to sustain the proposed program
- Potential sources of funding for the program creation and maintenance
- Use of grant or soft dollars for start-up and maintenance of the program
- Ongoing budgetary provisions
- Identify tuition costs and overall cost of the total program per student

- Include per credit or per student cost based on projected enrollment as well as other sources of revenue

Summary of Findings/Other:

- Address additional factors that may have unique impact on the program and have not been previously addressed

Based on 201 KAR 20:280 Section 2 (4) (a-c)

- If concerns are raised about the need for the program or about the ability of the program to obtain appropriate clinical sites, a hearing shall be held before the board's education committee to act upon the letter of intent.
- At the conclusion of the hearing, the committee shall recommend to the board whether or not to approve the letter of intent.
- If the letter of intent is approved by the board, the governing institution shall appoint a qualified program administrator and provide appropriate resources, consultants, and faculty to develop the proposed program plan.

FORM – GUIDE

PROPOSAL TO ESTABLISH
A PRELICENSURE PROGRAM OF NURSING

INSTRUCTIONS: Submit one (1) copy of this proposal cover and the required attachments to the Education Consultants, Kentucky Board of Nursing, at least one year prior to the anticipated opening date of the program. Additional information may be requested prior to the scheduling of a survey visit.

--THIS FACE SHEET MUST BE SUBMITTED WITH THE PROPOSAL--

Name and Address of Applicant Institution:

NAME _____
STREET ADDRESS _____
CITY/STATE/ZIP _____
PHONE NUMBER _____

Name and Title of Institution's Chief Executive Officer:

NAME _____
TITLE _____

Name, Credentials, and Title of Program Administrator for the Proposed Nursing Program:

NAME _____
TITLE _____

Proposed Nursing Program Type:

☐ RN: Baccalaureate ☐ RN: Associate Degree
☐ MEEP (Multiple Entry/Exit) ☐ LPN

Proposed Nursing Program Design: ☐ Traditional Model ☐ Distance learning ☐ Hybrid: _____

Anticipated Opening Date for the Proposed Program: Month _____ Year _____

By the signatures below, we are attesting to the Kentucky Board of Nursing that we have not announced, advertised, or admitted students and shall not do so until said time that developmental approval status has been granted by the board.

SIGNATURE & TITLE OF NURSE ADMINISTRATOR

DATE

SIGNATURE & TITLE OF CHIEF EXECUTIVE OFFICER

DATE

PROPOSAL CONTENTS

Compile the following information and submit one (1) copy to the Kentucky Board of Nursing for developmental approval no less than one (1) year prior to the anticipated opening date for the program of nursing. The program shall not be announced, advertised, or students admitted to the program of nursing until developmental approval status has been granted by the board.

Appointed Program Administrator:

- Include a copy of resume or curriculum vitae indicating background in curriculum development and knowledge of teaching learning principles.
- Include a copy of the proposed job description for the program administrator reflecting authority and responsibility

Mission, philosophy, and learning outcomes of the governing institution, and the proposed mission, philosophy, and learning outcomes of the program of nursing:

- Provide either narrative or tabular format showing consistency between the institution's mission and philosophy and the nursing program; provide a comparison of their congruence.

Organizational chart of the governing institution and written plan which describes the organization of the program of nursing and its relationship to the institution:

- Include the name and title of the person that the program administrator will directly report to.
- Explain how this compares with similar programs at the college
- Indicate the person's level of authority, ex. administrative, personnel, programmatic, budgetary.

Curriculum design including proposed course sequence and credit hours delineating those credits assigned to theory and clinical:

- Program outcomes
- Names of proposed courses; Specify courses that are pre-requisite to admission and those that are co-requisites.
- Sequence of courses (include general education requirements); Include a grid of the courses by term
- Specify the total number credits allotted for pre-requisites, support courses, nursing courses. Identify which nursing classes will have a clinical component.
- Credit hours for each course (delineate the credits assigned to theory and clinical)
 - Provide in table format information to include by Term; Course Number; Course Title; Credit Hours; Lecture Credits; Clinical Credits; Contact Hour Ratio for clinical time
 - Spell out by term the amount of contact time with students each week; term; and program: lecture hours + lab or clinical hours
- Delivery method of courses (i.e., day program, weekend, on-line, etc.)
- Template for course syllabus

Recruitment plan and five (5) year projection for student enrollment including:

- Identifying the applicant pool and how they will be reached
- Present surveys and/or statistics that validates that the target population is appropriate and reachable based on number of qualified faculty, adequate educational facilities, resources, and availability of appropriate clinical affiliation sites
- Description of student recruitment and selection process
- Identify the primary feeders for the college

Policies and procedures for student selection and progression including the plan to retain students so as to maintain a low attrition rate:

- Specify admission criteria
- Frequency of admission
- Proposed number of students admitted with each class—plot out for the five year period; include expected attrition rate

- Plans for the retention of students so as to maintain a low attrition rate
- Describe plans for articulation to other colleges/universities in the area
- Proposed number of students admitted with each class; what is the minimum required for a class; determine what will happen if the number of qualified candidates is not achieved

A five (5) year plan for recruiting and retaining qualified nurse faculty (refer to 201 KAR 20:310. Faculty for prelicensure registered nurse and practical nurse programs for specific qualifications):

- Include the total number of faculty to be employed (full- and part-time)
- Specify minimum educational and experiential qualifications required for the position;
- Methods to be used for recruitment activities
- Provide a timeline for the addition of faculty in relation to program opening and subsequent terms
- Teaching load for each faculty member by credit hour for term and contact hours per week
- Plans that will be in place to retain faculty members so as to maintain a low attrition rate;
- Include a copy of the faculty job description
- Ascertain the availability of faculty that meet Board qualifications for this level program within the employment area.
- Discuss personnel and academic policies for faculty

Description of faculty offices, classrooms, clinical skills laboratory, library facilities, conference rooms and learning resources (If this will be a new location or require construction, provide floor plans, and timeline for construction in relation to opening date of the program):

Campus Description: Provide a general description of the campus; available space; description of location of facility; availability of parking for students/faculty; campus security

Faculty Offices: Describe the physical resources available to each faculty member

Conference Room: Describe accessibility and availability of a conference room for faculty to meet privately with students or other faculty.

Classrooms: Describe the classrooms that will be available to accommodate the number of proposed students and sequence of classes; describe furniture and equipment available within each classroom

Clinical Skills Lab:

Identify existing equipment/supplies and those that will be purchased; Detail facilities/equipment that will need to be expanded to meet the needs of the program in the projection for the next five years.

Include the amount of money being allocated for the development of the lab.

Include the availability and details of other facilities/equipment that may be used or available to students and faculty.

Detail other programs that will utilize the lab.

Identify how the lab will be staffed.

Library facilities: Identify approximate number and type of library holdings already available; specify amount of budget allocated for purchase of library resources, as well as text and journals; specify the searchable databases available to students; availability of on- and off-campus access to databases; availability of resources persons within the library to assist faculty and students; include other medical libraries that may be used or available to students and faculty.

Learning resources:

The number and type of computer access that is available for students and faculty;

Availability of technology support

Description of support services for students, to include provision of health services or evidence of an emergency plan for care, academic advisement, student services, mechanism for obtaining learning resources, and financial aid

Availability and willingness of accredited agencies to provide clinical experiences across the curriculum. This information shall include:

- Shifts and days students will work – could conduct clinical practice
- Number of students each agency can accept
- Clinical experience that will be available from each agency
- Other nursing programs that utilize this agency
- Plan to avoid displacement of students from existing programs
- Sample of a clinical agreement to be utilized with agencies for students
- Plans for use of clinical facilities appropriate to the type of program of nursing
- Indicate the distance that each site is from the campus

Plan for clerical support available to the program for planning, implementing, and maintenance of the program:

- Identify support staff in the areas of secretarial, skills lab, computer lab, and information systems

General plan for an on-going, research-based planning and evaluation process that incorporates a systematic review of the program that results in continuing improvement. (Refer to 201 KAR 20:360 for details on the evaluation of programs)

- Describe the institution's ongoing program of assessment and improvement; describe how conducted; how are faculty members involved in this process; what mechanisms does the institution currently utilize for the review and revision of existing programs and courses; how does this assessment impact institutional planning; provide examples of measureable results over the past two years
- Provide specific plans pertinent to the proposed program of nursing:
 - *Organization and administration of the program:* program director, organizational structure
 - *Curriculum:* curriculum plan, support courses, nursing courses
 - *Resources, educational facilities, and services:* classrooms, offices, conference rooms, clinical skills lab, library and learning resources, computers and audiovisual equipment, support staff, student services, financial support, clinical facilities, preceptors as appropriate
 - *Teaching learning methods:* effectiveness of the types of formats utilized
 - *Student achievement of program outcomes:* based on the program outcomes, how does the faculty determine that the student has obtained and can demonstrate the outcomes?
 - *Graduation Rates:* calculate attrition rates for students within each cohort class; evaluate impact; does admission criteria support quality student
 - *Faculty performance:* faculty evaluations, faculty professional development; faculty practice as appropriate
 - *Licensure pass rate:* the % of graduates that successfully pass the NCLEX on the first testing.
 - *Distance education for didactic instruction:* assess the educational effectiveness of its distance education program to ensure that the distance education program is substantially comparable to a campus based program.
 - *Employment rates of graduates:* to ensure the continued need for the program as presently exists
 - *Clinical resources:* a review of clinical sites utilized as to their continued effectiveness in meeting course objectives

The evaluation plan shall include specific responsibilities for data collection methods:

- *Indicators of achievement*—which components will be evaluated, how the data will be collected, and benchmarks to be achieved
- *Frequency of data collection*—when the data will be collected
- *Individuals or groups responsible* - who will be responsible for data collection
- *Findings*—data in a format that can be used for making programmatic decisions
- *Outcomes*—documentation of review of results by the faculty and conclusions

Description of financial resources to support the program including a budget for the first three years; projected revenues and expenditures and the amount of resources going to institutions or organizations for contractual or support services

For additional information, please review 201 KAR 20:280 Sections 3 (4) - (13), and Section 4.

Revised: 11/2015